

**EMBASSY OF THE UNITED STATES OF AMERICA**

**CONAKRY - GUINEA**

**VACANCY ANNOUNCEMENT**

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Kevin Lewis, A/Management Officer

ANNOUNCEMENT NUMBER: 2008 - 095

**Open to:** All Interested Candidates

**Position:** **Computer Management Assistant (LAN), FSN-9\* ; FP-5\***  
*(Candidates who do not meet all the qualifications, may be hired at a Trainee/lower grade)*

**Opening Date:** August 5, 2008

**Closing Date:** August 19, 2008

**Work Hours:** Full-time; 40 hours/week

**Salary:**

**\*Ordinarily Resident person: See Definitions**

**LCP- 32,992,400 FG p.a.**

**(Position Grade: FSN-9)**

**\*AEFM/EFM/MOH/NOR: See Definitions**

**US\$ 41,122 p.a. (Starting Salary)**

**(Position Grade: FP-5 to be confirmed by the Department of State in Washington)**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN GUINEA BEFORE BEING ABLE TO APPLY.**

The U.S. Embassy in Conakry is seeking an Ordinarily Resident citizen or individual with the required work permit for employment in country or Eligible Family Member (EFM) for the position of SD Guard in the Regional Security Office.

**APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS FROM 10:00 AM TO 12:00 PM.**

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4161/4178).

**PLEASE NOTE THAT THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**CLOSING DATE FOR THIS POSITION: AUGUST 19, 2008**

## **Basic Function of the Position**

### **Systems Administration and Technical Support:**

#### **General:**

Installs, troubleshoots, configures, and operates all equipment included in the mission's complex computer network, including desktop computers, servers, printers, scanners, backup storage devices, and computer peripherals. For example, replaces defective backup tape drive on servers, build, install, and maintains network and stand-alone computers.

#### **Specific:**

Provide operating system, software, and network support. Installation and maintenance of native Windows 2003 enterprise network, Cisco routers and switches, CAT 6 infrastructure, LAN management, backup and disaster recovery procedures. Knowledge and use of group policy, SMS, or other automated installation tools. Trains and assists network users on new and existing applications. For example, troubleshoots various application software packages including financial management, asset management, purchasing, personal identification, and audio/video systems, application, mailbox, file and print server issues. Analyzes, installs, configures, and tests applications prior to system wide installation.

Installs application software, security updates, and anti virus software. Configure and deploy client workstations and servers to required specifications and guidelines using established policies and procedures. Updates inventory control systems to manage IT equipment assets.

### **Web and Application Programming**

Assist in the designs, programming, and management of intranet website. Develops and programs new applications (for example, online service request forms) in support of the websites as needed by post and other agencies. Trains and advises content providers. Develops training material for content providers.

Using specified guideline and procedures, works with Public Affairs Information Officer, in formulating Internet policy and guidelines for the Public Affairs Section. Assists in development of intranet policy and guidelines for Post's intranet website in conjunction with the Information Systems Officer. Advises management on the best methods and practices for organizing, processing, and delivering information online (via websites). Identifies areas that would benefit by automation and recommend methods to implement these recommendations.

### **Functional Analysis and System Development**

Researches and advises Information Management Officer and Systems Manager about new technologies, applications, prepares recommendations on application software and hardware in an effort to improve customer productivity, especially as it applies to worker productivity and website development.

Develops and maintains familiarity with US Department of State programs, policies, and standard operating procedures.

Performs other duties as assigned.

### **Qualifications Required**

- Completion of education leading to a baccalaureate degree (or equivalent) in Computer Science or Management Information Systems.
- A minimum of one to two years experience as PC Technician LAN Administrator or Web Administrator/Designer.
- Level III (good working knowledge) of English and French speaking/reading/writing is required.
- Must have good-working knowledge of network operating system, utilities, and applications (i.e., Windows 2000/2003, Active Directory, Symantec, SQL, dbases, HTML, XML, Java and Linux and Microsoft Office 2003, etc.). Good working knowledge of network configurations, equipment, and installation techniques.
- Must possess good technical skills to troubleshoot and resolve network hardware problems. Good interpersonal skills and must demonstrate a high level of tact, judgment, and diplomacy at all times.

### **Selection Process:**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria:**

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.

Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.

The candidate must be able to obtain and hold medical and security clearances

### **To Apply:**

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment (SF-171 or OF-612), or;

A current resume or curriculum vitae that provides the same information as an OF-612; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

**Submit Application To:**

Human Resources Office  
Attention: Management Officer  
B.P. 603

**Point of Contact:**

American Embassy Receptionist  
Telephone: 30 42 06 61  
Fax: 30 42 08 73

**Definitions:**

**AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent that is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad, and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

**EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

**Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.